



The University of the Philippines

GAZETTE

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ADMINISTRATIVE ISSUANCES

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**ADMINISTRATIVE
ORDERS**



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University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-40

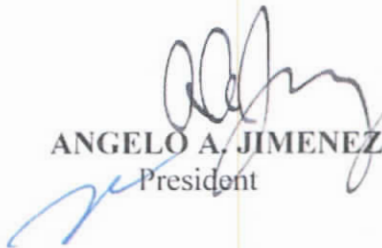
TO : **ASST. PROF. ABDULMARI DE LEON IMAO, JR.**
College of Fine Arts, UP Diliman

SUBJECT : **APPOINTMENT AS INTERIM CHAIR OF THE PRESIDENT'S
COMMITTEE FOR CULTURE AND THE ARTS (PCCA)**

DATE : **8 April 2024**

You are hereby appointed as Interim Chair of the President's Committee for Culture and the Arts (PCCA) effective immediately. Attached is Administrative Order No. PAJ 23-33 dated 18 April 2023 creating the PCCA for your reference.

For your guidance and compliance.


ANGELO A. JIMENEZ
President

cc: *PCCA members*



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-33

TO: **PROF. RAYMUNDO D. ROVILLOS** - *Chair*
PDO for Culture and Arts

PROF. JOSE WENDELL P. CAPILI
Vice President for Public Affairs

PROF. JOSEFINA F. ESTRELLA
Director, UP Theater Complex

PROF. MARTIN G. GENODEPA
Office for Initiatives in Culture and the Arts Head, UP Visayas

DR. MELFRED L. HERNANDEZ
Office for Initiatives in Culture and the Arts Head, UP Manila

ASST. PROF. ABDULMARI "TOYM" D.L. IMAO JR.
College of Fine Arts, UP Diliman

ASST. PROF. JAY NATHAN T. JORE
Committee for Culture and the Arts Head, UP Cebu

ASSOC. PROF. DIEGO S. MARANAN
Office for Initiatives in Culture and the Arts Head, UPOU

PROF. CECILIA S. DE LA PAZ
Office for Initiatives in Culture and the Arts Head, UP Diliman

PROF. LA VERNE C. DELA PEÑA
Dean, College of Music, UP Diliman

MS. LIOBA ASIA E. PILUDEN
Committee for Culture and the Arts Head, UP Baguio

DR. DENNIS JOHN F. SUMAYLO
Committee for Culture and the Arts Head, UP Mindanao

PROF. SIR ANRIL P. TIATCO
Assistant Vice President for Public Affairs

ASSOC. PROF. JERRY R. YAPO
Office for Initiatives in Culture and the Art Head, UP Los Baños

SUBJECT: **CONSTITUTION OF THE PRESIDENT'S COMMITTEE
FOR CULTURE AND THE ARTS (PCCA)**

DATE: **18 April 2023**

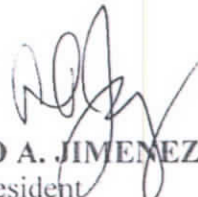
In view of the proposal to reinvigorate UP as a hub for culture and arts of and for the nation, please constitute yourselves into a President's Committee for Culture and the Arts (PCCA), with Prof. Raymundo D. Rovillos as Chair, effective 15 April to 31 December 2023.

The tasks of the PCCA are as follows:

1. To come up with a systemwide six-year (2023-2029) program of action on culture and the arts (based on the concept paper attached hereto);
2. To propose policies on culture and the arts for PAC and BOR action;
3. To coordinate culture and arts programs, projects and activities across Constituent Units (CUs);
4. To share resources and exchange talents across CUs.

The Chair, members, resource persons, and secretariat/support staff of the PCCA shall be granted honoraria for AdHoc Committee Level 2 as approved by the Board of Regents. The PCCA may request a budget for operational expenses from the UP Office of the President.

Please coordinate with Dr. Raymundo D. Rovillos, Program Development Officer for Culture and the Arts and Chairperson of the PCCA, for the long term (six years) and immediate (one year) program of action of the Committee.


ANGELO A. JIMENEZ
President

cc: DR. JOSE FERNANDO T. ALCANTARA
Executive Vice President
UP System

ATTY. RICKY DELA TORRE
Special Assistant to the President - Chief of Staff
UP System

Chancellors



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-42

TO :

LEO DP CUBILLAN
Vice President for Academic Affairs

PERCIVAL F. ALMORO
Assistant Vice President for Academic Affairs (Research)

VLADEMIRE KEVIN D. BUMATAY
Assistant Vice Chancellor for Academic Affairs, UP Baguio

CORA JANE C. LAWAS
Director, Central Visayas Studies Center, UP Cebu

CARL MICHAEL F. ODULIO
Vice Chancellor for Research and Development, OVCRD, UP Diliman

NATHANIEL C. BANTAYAN
Vice Chancellor for Research and Extension, OVCRE, UP Los Baños

LESLIE MICHELLE M. DALMACIO
Vice Chancellor for Research, OVCR, UP Manila

MAY ANNE E. MATA
Director, Office of Research, UP Mindanao

MYRA D. ORUGA
Assistant Vice Chancellor for Academic Affairs, UP Open University

ROLLY G. FUENTES
Director, Office of Research, UP Tacloban

ENCARNACION EMILIA S. YAP
Vice Chancellor for Research and Extension, OVCRE, UP Visayas

JOSE EMMANUEL P. REVERENTE
Consultant for Innovation

LUIS G. SISON
Director, TTBD, UP System

Secretariat **JENETTE C. BURLAT**
OVPA Staff, UP System

RHONA G. ABISADO
OVPA Staff, UP System

SUBJECT : **CONSTITUTION OF THE SYSTEM RESEARCH, CREATIVE WORK, AND INNOVATION COMMITTEE (RCWIC)**

DATE : **08 April 2024**

Please constitute yourselves into the System Research, Creative Work, and Innovation Committee (RCWIC) with Vice President Leo DP Cubillan as Chair, effective 01 February - 31 December 2024. The RCWIC shall serve as the counterpart of the System Academic Affairs Committee (AAC) which will focus on research, creative work, and innovation-related matters.

Given the various programs/projects that have been in place to support the research, creative work, and innovation of faculty and researchers/artists from the different Constituent Universities (CUs) and with the new administration's vision that "UP must lead as a research university by improving its research capacity" and its flagship program for "Enhanced collaborations through research and creative units and technology transfers through partnerships, innovation hubs, and S&T parks", it is imperative to have a dedicated channel for discussions on research, creative work, and innovation.

The System RCWIC, shall have the following tasks:

1. to review or update current policies and to recommend new policies related to the implementation of research, creative work, and innovation programs;
2. to ensure wide dissemination of information concerning research, creative work, and innovation matters to their respective CUs;
3. to discuss and address research, creative work, and innovation matters/concerns of the faculty, REPS, and students; and,
4. to submit the monthly research, creative work, and innovation accomplishments report to the Office of the Vice President for Academic Affairs.

The Committee shall be entitled to honoraria based on the Standing Committee (Level 2) rates as approved by the Board of Regents (1199th Meeting, 26 August 2005).

For your guidance and compliance.



ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ-24-43

TO : **DR. SANTOS JOSE O. DACANAY III**
Vice Chancellor for Administration, UP Baguio

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE – CHANCELLOR
OF THE UNIVERSITY OF THE PHILIPPINES BAGUIO**

DATE : 11 April 2024

In the exigency of the service, you are hereby designated as Officer-in-Charge-Chancellor of the University of the Philippines Baguio effective 13 April 2024 until the new Chancellor is appointed by the Board of Regents.

Please be guided accordingly.


ANGELO A. JIMENEZ
President

cc: all concerned



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-44

FOR : **JOSE FERNANDO T. ALCANTARA**
Executive Vice President

IRYN Y. BALMORES
Vice President for Planning and Finance

SUBJECT : **APPOINTMENT AS OFFICER-IN-CHARGE OF THE
UNIVERSITY FROM 13-23 APRIL 2024**

DATE : 11 April 2024

I hereby appoint you as Officer-in-Charge of the University for the period 13-23 April 2024. I will be on official trip to the U.S.A. to join the Second Congressional Education Commission (EDCOM Benchmarking Mission organized by the United States Agency for International Development's (USAID) U.S.-Philippines Partnership for Skills, Innovation, and Lifelong Learning (UPSKILL) Program implemented by RTI International, and in partnership with the EDCOM 2 Technical Secretariat.

VP Balmores: 13-16 April
EVP Alcantara: 17-23 April


ANGELO A. JIMENEZ
President

*cc : All Chancellors
OVPA
OVPPF
OVPA
OVPD
OVPPA
OVPLA
OSU
UP SBO
UP SAO
UP System HRDO*



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-45

FOR : DR. ALYSSA M. PELEO-ALAMPAY
Assistant Vice President for Academic Affairs (Quality Assurance)

**SUBJECT : PRESIDENT'S REPRESENTATIVE IN THE SEARCH
COMMITTEE FOR THE DEANSHIP OF THE COLLEGE OF
AGRICULTURE AND FOOD SCIENCE (CAFS), UP LOS
BAÑOS**

DATE : 11 April 2024

I hereby designate you as the President's representative in the Search Committee for the Deanship of the College of Agriculture and Food Science, UP Los Baños.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.


ANGELO A. JIMENEZ
President

cc : Office of the Chancellor, UP Los Baños



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-46

FOR : **DR. JOSEPH GERARD T. REYES**
Assistant Vice President for Development (Facility Management)

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH
COMMITTEE FOR THE DIRECTORSHIP OF THE
INSTITUTE OF PLANT BREEDING (IPB), UP LOS BAÑOS**

DATE : **11 April 2024**

I hereby designate you as the President's representative in the Search Committee for the Directorship of the Institute of Plant Breeding (IPB), UP Los Baños.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.


ANGELO A. JIMENEZ
President

cc : *Office of the Chancellor, UP Los Baños*



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ-24-47

TO : **DR. DYMPHNA N. JAVIER**
Dean, College of Science, UP Baguio

DR. EDNA N. GUECO
Chief, Human Resources Development Office (HRDO), UP Baguio

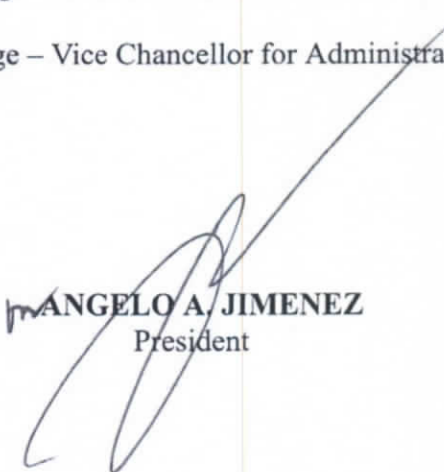
SUBJECT : **DESIGNATION AS OFFICERS-IN-CHARGE – VICE
CHANCELLOR FOR ACADEMIC AFFAIRS AND VICE
CHANCELLOR FOR ADMINISTRATION OF THE UNIVERSITY
OF THE PHILIPPINES BAGUIO**

DATE : **22 April 2024**

In the exigency of the service, you are hereby designated as Officers-in-Charge – Vice Chancellors of the University of the Philippines Baguio from 13 April 2024 until the appointment of the new UP Baguio Chancellor by the Board of Regents:

- Dr. Dymphna N. Javier - Officer-in-Charge – Vice Chancellor for Academic Affairs
- Dr. Edna N. Gueco - Officer-in-Charge – Vice Chancellor for Administration

Please be guided accordingly.


ANGELO A. JIMENEZ
President

cc: all concerned



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-48

FOR : **DANIEL C. PECKLEY, JR.**
Vice President for Development

PETER A. SY
Assistant Vice President for Development (Digital Transformation)

ATTY. MARCIA RUTH GABRIELA FERNANDEZ
UP System Data Protection Officer

PAULO NOEL G. PAJE
Director, UP Information Technology Development Center

SUBJECT : **CONSTITUTION OF A COMMITTEE TO DETERMINE AND REVIEW UP'S COMPLIANCE WITH DICT MEMORANDUM CIRCULAR NO. 006 SERIES OF 2017 PARTICULARLY THE ESTABLISHMENT OF GOVERNMENT COMPUTER EMERGENCY RESPONSE TEAMS (GCERT)**

DATE : **23 April 2024**

This concerns compliance by the University of the Philippines System with the Department of Information and Communications Technology (DICT) Memorandum Circular No. 006, series of 2017 (issued on 01 August 2017) of which is attached herewith. Section IV.A of the aforesaid Memorandum Circular provides:

“A) ESTABLISHMENT OF GOVERNMENT COMPUTER EMERGENCY RESPONSE TEAMS (GCERT)

All government agencies and instrumentalities shall establish their own CERT in accordance to DICT’s rules and procedures. This CERTs shall respond to cyberattacks, particularly targeted ones that are apparently aimed at stealing, damaging, or altering information. They will take government-wide, multi-layered measures based on the assumption of a cyberattack. In promoting these measures, the Government will ensure that they are in compliance based on common internationally accepted standards, and will conduct risk analysis on its administrative responsibilities to optimize these measures.”

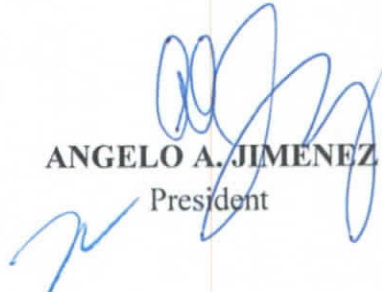
In relation to the foregoing, please constitute yourselves into a committee to gather information and submit a brief, consolidated, and written report regarding UP's state of compliance with the said circular; and to propose recommendations and possible solutions to facilitate UP's compliance therewith.

The said report and recommendations shall be submitted to the Office of the President of UP within ninety (90) days from receipt of this order.

The committee members shall be granted honoraria consistent with the rules and rates approved by the Board of Regents.

This Administrative Order shall take effect immediately.

Please be guided accordingly.



ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ-24-49

TO : ALL CONCERNED

SUBJECT : CONSTITUTION OF A TECHNICAL WORKING GROUP
(TWG) FOR THE UPDATING OF THE UNIVERSITY OF THE
PHILIPPINES' INFORMATION SYSTEMS STRATEGIC PLAN

DATE : 25 April 2024

The University of the Philippines' Information Systems Strategic Plan (ISSP) serves as a critical roadmap for the development and utilization of information technology across all UP campuses. In recognition of the evolving technological landscape and the university's growing needs, there is a necessity to update the current ISSP.

For the purpose of revising and updating the University of the Philippines' Information Systems Strategic Plan, please constitute yourselves into a Technical Working Group (TWG):

Chair:

ENGR. DANIEL C. PECKLEY, JR.
Vice President for Development

MR. LARRY MAPOLON
Project Monitoring Group

Vice Chairs:

PROF. PETER A. SY
Assistant Vice President for Development
(Digital Transformation)

PROF. JOEL M. ADDAWE
Assistant Vice Chancellor for
Administration for
Network and Infrastructure Procurement,
UP Baguio

MR. PAULO NOEL G. PAJE
Director, UP Information Technology
Development Center (ITDC)

MR. JONATHAN P. VICTOLERO
Director, Information Technology Center,
UP Cebu

PROF. JOHNROB Y. BANTANG
Deputy Director for Facilities – UP ISC

PROF. MANUEL C. RAMOS
Deputy Director, UP ITDC and Director,
UP Diliman Computer Center

Members:

PROF. RICKY B. NELLAS
Executive Director, UP Intelligent Systems
Center (ISC)

MR. PAOLO ROMMEL P. SANCHEZ
Director, Information Technology Center,
UP Los Baños

PROF. EUGENE REX L. JALAO
Division Head – Artificial Intelligence, UP
ISC

**MR. MARBERT JOHN C.
MARASIGANN**
Director, Information Management
Service, UP Manila

PROF. MARY ANNE E. MATA
Division Head – Complexity, UP ISC

2F North Wing, Quezon Hall, UP Diliman, Quezon City 1101, Philippines
op@up.edu.ph | 632-89280110 or 632-89283014

MS. ARMACHESKA M. SATINA
Director, Information Technology Office,
UP Mindanao

PROF. RHEA SUBONG-ESPINA
Coordinator, Data & Information Systems
Program, UP Visayas

MR. RIENALD ADRIAN PUGOY
Director, Information and Communication
Technology Development
Office UP Open University

MR. ARNEL DISTOR
IT Chief, UP Manila

PROF. JOHN PAUL YUSIONG
IT Director, UP Tacloban


The TWG shall be responsible for the following:

- Conducting a comprehensive review of the current University of the Philippines' Information Systems Strategic Plan.
- Developing a revised Information Systems Strategic Plan that aligns with the University's overall strategic goals and objectives.
- Identifying emerging trends and challenges in the field of information technology relevant to the University.
- Formulating a concrete implementation plan for the newly developed ISSP.
- Gathering inputs from various stakeholders across the UP System, including faculty, staff, students, and alumni.
- Submitting a final report outlining the revised ISSP and its implementation plan to the Office of the President.

The TWG is expected to complete its staff work on or before 30 July 2024 after the conduct of the UP ICT and Dx Conference scheduled on 23 - 24 May 2024. The TWG chairperson will be responsible for establishing a detailed work plan and meeting schedule.

The University administration expects the TWG to engage in a collaborative and inclusive process to develop a comprehensive and forward-looking Information Systems Strategic Plan.

Please be guided accordingly.


ANGELO A. JIMENEZ
President

cc: *Chancellors*
EXECOM



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-50

TO : **ALL CONCERNED**

SUBJECT : **UPDATING THE MEMBERSHIP OF THE TECHNICAL WORKING GROUP (TWG) FOR THE UP-BARMM DEVELOPMENT INSTITUTE (UP BDI)**

DATE : **25 April 2024**

As endorsed by Chancellor Lyre Anni E. Murao, Chair of the Technical Working Group (TWG) for the UP-BARMM Development Institute (UP BDI), the following amendments are hereby issued in conjunction with Administrative Order No. PAJ-23-74:

Additional member: **Prof. Minerva C. Rosel**, Director of Office of Extension and Community Service (OECS) vice Prof. Erwin Protacio, former Director of OECS, UP Mindanao

Corrected entries: **Mr.** Martin Hilario L. Mapolon
Correction of title to Mr. from Atty.

Dr. **Edylinda** O. Pelkmans-Balaoing, UP CIDS
Changed legal name to Edylinda from Annette

Enclosed for your information is a copy of Administrative Order No. PAJ 23-74 dated 25 July 2023.


ANGELO A. JIMENEZ
President

cc : *Committee Members*



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-74

TO : **PROF. LYRE ANNI E. MURAO - CHAIR**
Chancellor, UP Mindanao

DR. LEO DP. CUBILLAN – CO-CHAIR
Vice President for Academic Affairs

MR. JOSE FERNANDO T. ALCANTARA
Executive Vice President

MR. MICHAEL A. GATELA
Director, Ugnayan ng Pahinungod, UP Mindanao

PROF. CLETO L. NANOLA JR.
Director, Center for the Advancement of Research in Mindanao,
UP Mindanao

ASST. PROF. ERWIN E. PROTACIO
Director, Office of Extension and Community Service, UP Mindanao

DR. MARIA VICTORIA O. ESPALDON
Professor, UP Los Baños

DR. ANNETTE PELKMANS-BALAOING
UP CIDS

MS. GRACITA R. JACINTO-ALI
Consultant for Mindanao Affairs

PROF. VLADIMIR B. KOBAYASHI
UP Mindanao

DR. MOHAMMAD KHALIL A. GUINOMLA
Alumni, UP Diliman

ATTY. MARTIN HILARIO LANUZA MAPOLON
Former Faculty, UP Diliman

SUBJECT : **CONSTITUTION OF THE TECHNICAL WORKING GROUP
FOR THE CREATION OF THE UP-BANGSAMORO AUTONOMOUS
REGION IN MUSLIM MINDANAO (BARMM) DEVELOPMENT
INSTITUTE**


DATE : **25 July 2023**

The University of the Philippines as mandated to lead as a public service university intends to establish the UP- Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Development Institute both in virtual and onsite mode. At the onset, it will serve selected BARMM but will eventually provide service to all interested BARMM institutions.

In this regard, you are hereby appointed as members of the Technical Working Group (TWG) for the creation of the UP-BARMM Development Institute, with Chancellor Lyre Anni E. Murao as Chair and Vice President Leo DP. Cubillan as Co-Chair. Attached is the concept paper for the UP-BARMM Development Institute for your reference.

The TWG may designate experts, resource persons and support staff to assist in the implementation of its tasks subject to the approval of the President.

The TWG and its support staff shall be entitled to honoraria and rates approved by the Board of Regents for ad hoc committee level 2. All expenses will be borne by the Office of the President.



ANGELO A. JIMENEZ
President



OFFICE OF THE CHANCELLOR
UNIVERSITY OF THE PHILIPPINES MINDANAO

Administration Building, Mintal, Davao City 8022, Philippines
T: + 63 82 293 0310 E: oc.upmindanao@up.edu.ph

UP-BANGSAMORO DEVELOPMENT PROGRAM

The UP BANGSAMORO DEVELOPMENT PROGRAM shall be an avenue for convergence between UP and the Bangsamoro for co-creating opportunities and collaborative action to strengthen the human capital and improve the socio-economic conditions of the Bangsamoro. The program represents the common sustainable goals of UP and the Bangsamoro to uplift the aspirations of the Filipino as a nation.

The major aims of the program shall be the following:

- provide a unified, inclusive, and effective way of collaboration between UP and BARMM stakeholders in crafting and delivering evidence-based development policies, plans, and programs;
- increase partnership with development NGOs in BARMM to promote and improve the socio-economic conditions in communities;
- promote shared expertise and resources between UP and BARMM State Universities and Colleges to provide quality education, promote creative industries, and enhance human capital.

The program will anchor on five pillars as follows:

1. Education: promote accessibility to quality and contextualized education
2. Health: improve health outcomes
3. Capacity Building: strengthen the capabilities of SUCs and LGUs
4. Reinforcing Partnerships: contribute to existing partnerships and programs in BARMM
5. Rehabilitation: rebuild and rehabilitate conflict-affected communities for peace and development

The primary clients are the BARMM government, Local Government Units (LGUs), development NGOs, and SUCs in BARMM. UP will share existing expertise, facilities, and programs in its various constituent universities to achieve these goals. UP has various nationally- (and internationally-) recognized academic and research institutions that could provide relevant workshops, seminars, and other practical activities to government and non-government organizations of BARMM on a wide-range of development issues. These include but are not limited to the following:

- UP Resilience Institute – for climate change adaptation and disaster preparedness and response
- UP National Center for Transportation Studies
- UP Center for Integrative and Development Studies – public policy development
- UP National College of Public Administration and Governance





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- UP Manila National Institutes of Health - biomedical and public health issues/interventions
- UP Cebu Center for Environmental Informatics
- UP Mindanao Center for Advancement of Research in Mindanao
- UP Los Baños National Institute of Molecular Biology and Biotechnology
- Philippine Genome Center
- UP Institute of Islamic Studies
- UP Baguio Cordillera Studies Center
- UP Mindanao Studies Center
- Dulaang UP
- UP Office for Initiatives in Culture and the Arts
- UP-MBHTE Partnership

The program will have an Advisory Board with members from UP and BARMM. Operations will be spearheaded by UP Mindanao as the constituent university in Mindanao.

TWG BARMM Members:

PROF. LYBE ANNI E. MURAO, PhD
Chancellor, UP Mindanao

PROF. CLETO L. NAÑOLA, PhD
Dean, College of Science and Mathematics

a/PROF. ERWIN E. PROTACIO
Director, Office of Extension and Community Service

MR. MICHAEL A. GATELA
Director, Ugnayan ng Pahinungod



CONCEPT PAPER for the UP-BARMM Institute

General Concept

An institute is to be established both in virtual and personal mode. It is intended to service selected BARMM institutions at the onset (although inclusive in its pax admission to all interested BARMM institutions).

Indicative Goals:

- a. To effectively assist in the development of end-to-end **governance and institutional development capacities** in key competency areas in both the human and institutional fields in an impactful and sustainable manner;
- b. To establish an effective and inclusive community of practice within the BARMM Government institutions aligned with the BARMM's 12-point development priorities and the UN SDGs.

Key components:

- a. Practiced capacity for governance and management
- b. Digital transformation through ICT
- c. Coaching and Mentoring System (involving Subject Matter and Practice experts from UP and allied SUCs)
- d. Monitoring evaluation and performance management
- e. Extension and institutional support

Indicative Competency Areas (end-to-end governance and human/institutional capacity development):

General

- a. Applied planning using government systems (strategy, operational/business) aligned with the PDP and BARMM priorities and attuned to Islamic sensibilities. This includes capacity development in the use of planning technologies (e.g. Logframe, TOC et al.)
- b. Applied organizational and institutional assessment methodologies
- c. Data and information management
- d. Applied policy development and management
- e. Performance management (SPMS applied)
- f. Applied program and project management

Specific/Technical

- a. Civil service and industrial relations
- b. Digital Transformation and ICT Development
- c. Agriculture, Food security and allied industries (end-to-end)
- d. Engineering and allied industries
- e. Public Health and allied services/industries
- f. Education and Tech-Voc services
- g. Culture and social development

The institute is envisioned to function in two modalities:

- a. Direct interventions by the institute through organic consultants and trainers embedded with it in coordination and consultation with BARMM counterparts

following a staged/phased planning (short, mid, long term) in accordance with clear established baselines

- b. Coordinative and integrative action linking key UP institutions' program and plans in the BARMM with other SUCs and technical operators, including donor-funded programs.

Operational Ideas:

1. Initial institutions to work with could be the BDA, MILG, MOTC, MOED and the BARMM CSC, initial programs can involve key institute personnel pax per institute. Other interested institute may be given slots
2. The institute will utilize a ladderized Capacity Certification Program modality.
3. The Institute will initially provide theoretical certification courses in the indicated competency areas to provide government functionalities with a big picture framework of competency possibilities (akin to PRINCE2 Foundation Certification). F2F, virtual application or blended learnings modalities can be used). This could be a six module 3-day course with 5 participants per target agency (could be more).
4. A full governance ladderized certification program can then be established to develop and further deepen skill and capacity. Capacity development will work in tandem with a coaching and mentoring program, where the development of cohorts will be monitored and maintained (akin to the Supreme Court's MCLA program). Eventually, this function can be institutionalized with the BARMM CSC.
5. ICT and digital transformation tools could be a parallel program that cuts across institutions. There can be a CIO development program to transform their MISD people into Strategic Organizational partners
6. If there is funding, a capacity development training and certification center in Cotabato and Zamboanga can be established (to service the Sulu Island Group)
7. The institute can provide venue for other UP institutions' technical programs in the BARMM
8. A community of practice can be established by setting up a continuous improvement and community of practice group facilitated by the Institute
9. Suggested competency learning areas could be planning, policy development and management, project management, performance management, monitoring, assessment and evaluation, ICT tools. The design and mechanisms will be all in the applied modality
10. A sustained training monitoring and evaluation system could be set-up and implemented to track the development of trainees and certificate holders
11. The Institute will develop the capacity of the Bangsamoro Development Authority and partner with it towards the implementation of programs
12. **Initial back channel research is to be done ASAP. We hope to include the institute and its programs in the President's program to be announced in the investiture program**
13. **The institute promoters will work to be able to launch the Institute by the first week of September or coinciding with the President's investiture**
14. Programs can be rolled out every quarter
15. The institute offices can be based in UP Mindanao, with satellite offices in Cotabato City.



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-51

FOR Chair: **DR. MARIA VICTORIA O. ESPALDON**
School of Environmental Science and Management,
UP Los Baños

Members: **DR. LARRY N. DIGAL**
School of Management, UP Mindanao

DR. CLETO L. NAÑOLA, JR.
College of Science and Mathematics, UP Mindanao

DR. JOHANNES M. MAGPUSAO
School of Technology, UP Visayas

DR. JIHAN SANTANINA SANTIAGO-ALUMBRO
School of Technology, UP Visayas

DR. DOMINGO E. ANGELES
College of Agriculture and Food Science, UP Los Baños

PROF. MOISES A. DORADO
College of Engineering and Agricultural Technology,
UP Los Baños

DR. AMADO A. ANGELES
Professional School for Agriculture and the Environment,
UP Los Baños

DR. NATHANIEL C. BANTAYAN
College of Forestry and Natural Resources

SUBJECT : **CONSTITUTION OF THE SUB-COMMITTEE ON
FOOD SECURITY FOR THE TECHNICAL WORKING
GROUP (TWG) ON UP-BARMM DEVELOPMENT
INSTITUTE (UP-BDI)**

DATE : **25 April 2024**

You are hereby constituted as a Sub-Committee on Food Security that will assist the Technical Working Group (TWG) for the UP-BARMM Development Institute (UP-BDI) in consolidating the initial progress made in forging partnerships and collaborations with the BARMM Ministry of Agriculture, Fisheries, and Agrarian Reform (MAFAR), as well as other development partners.



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-74

TO : **PROF. LYRE ANNI E. MURAO - CHAIR**
Chancellor, UP Mindanao

DR. LEO DP. CUBILLAN – CO-CHAIR
Vice President for Academic Affairs

MR. JOSE FERNANDO T. ALCANTARA
Executive Vice President

MR. MICHAEL A. GATELA
Director, Ugnayan ng Pahinungod, UP Mindanao

PROF. CLETO L. NANOLA JR.
Director, Center for the Advancement of Research in Mindanao,
UP Mindanao

ASST. PROF. ERWIN E. PROTACIO
Director, Office of Extension and Community Service, UP Mindanao

DR. MARIA VICTORIA O. ESPALDON
Professor, UP Los Baños

DR. ANNETTE PELKMANS-BALAOING
UP CIDS

MS. GRACITA R. JACINTO-ALI
Consultant for Mindanao Affairs

PROF. VLADIMIR B. KOBAYASHI
UP Mindanao

DR. MOHAMMAD KHALIL A. GUINOMLA
Alumni, UP Diliman

ATTY. MARTIN HILARIO LANUZA MAPOLON
Former Faculty, UP Diliman

SUBJECT : **CONSTITUTION OF THE TECHNICAL WORKING GROUP
FOR THE CREATION OF THE UP-BANGSAMORO AUTONOMOUS
REGION IN MUSLIM MINDANAO (BARMM) DEVELOPMENT
INSTITUTE**

DATE : **25 July 2023**

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ANGELO A. JIMENEZ
President



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The program will have an Advisory Board with members from UP and BARMM. Operations will be spearheaded by UP Mindanao as the constituent university in Mindanao.

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Chancellor, UP Mindanao

PROF. CLETO L. NAÑOLA, PhD
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a/PROF. ERWIN E. PROTACIO
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- g. Culture and social development

The institute is envisioned to function in two modalities:

- a. Direct interventions by the institute through organic consultants and trainers embedded with it in coordination and consultation with BARMM counterparts

The sub-committee will oversee all coordinated activities related to the MAFAR-UP convergence, focusing on joint research-based innovation and implementing programs to optimize and enhance food security in BARMM.

The detailed roles and responsibilities of the Sub-Committee are:

1. Convene members to participate in meetings and other collaborative activities.
2. Appoint, from among its members, the Committee Secretariat, who will be responsible for generating reports, agreements, and other relevant outputs from all committee activities, and for submission to the Head of the TWG UP-BDI.
3. Monitor and ensure the effective implementation of planned activities.
4. Prepare and submit relevant reports to the TWG UP-BDI, to be included in the overall Institute's program submitted to the UP System, BARMM Ministry, and other collaborating partners.
5. Present and discuss issues and concerns regarding implementation processes and project status within the committee.
6. Review specific policies, plans, programs, and activities of the Smarter Approaches to Reinvigorate Agriculture as an Industry in the Philippines (SARAI) Project under the committee's purview for possible inclusion in SARAI Project Strategic Plans.
7. Recommend specific actions to be taken on food security issues and concerns.

Enclosed for your information is a copy of Administrative Order No. PAJ 23-74 dated 25 July 2023 constituting the UP-BDI TWG.

Please be guided accordingly.



ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-52

FOR : **DR. PIA D. BAGAMASBAD**
National Institute of Molecular Biology and Biotechnology,
College of Science, UP Diliman

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH
COMMITTEE FOR THE DIRECTORSHIP OF THE
INSTITUTE OF BIOLOGICAL SCIENCES, COLLEGE OF
ARTS AND SCIENCES (IBS-CAS), UP LOS BAÑOS**

DATE : **11 April 2024**

I hereby designate you as the President's representative in the Search Committee for the Directorship of the Institute of Biological Sciences, College of Arts and Sciences, UP Los Baños.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.


ANGELO A. JIMENEZ
President

cc : *Office of the Chancellor, UP Los Baños*



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-53

TO: Chair: **ENGR. DANIEL C. PECKLEY, JR.**
Vice President for Development

Members: **MS. IRYN Y. BALMORES**
Vice President for Legal Affairs

ATTY. ABRAHAM REY M. ACOSTA
Vice President for Legal Affairs

ATTY. EDGARDO CARLO L. VISTAN II
Chancellor, UP Diliman

DR. RAQUEL B. FLORENDO
Vice Chancellor for Planning and Development, UP Diliman

PROF. ROEHL L. JAMON
Vice Chancellor for Community Affairs, UP Diliman

ATTY. ROBERTO M.J. LARA
Secretary of the University

ATTY. RICKY D. DELA TORRE
Special Assistance to the President

SUBJECT : **RECONSTITUTION OF THE TECHNICAL WORKING GROUP (TWG) THAT WILL ACT AS THE ADVISORY BODY TO THE PRESIDENT FOR THE TERMS OF AN AGREEMENT WITH C5 MRT**

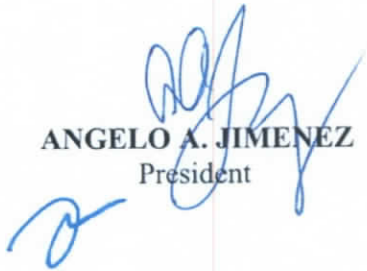
DATE : **07 May 2024**

The Technical Working Group (TWG) that will Act as the Advisory Body to the UP President for the Terms of an Agreement with C5 MRT, created by virtue of Administrative Order No. PAJ-23-79 dated 08 August 2023, is hereby reconstituted, with you as the new set of members, and the new Vice President for Development, Engr. Daniel Peckley, Jr. as Chair of the Committee.

The TWG shall be guided by UP's policies in its review of the terms that C5 MRT will propose. Once a review of the proposed terms has been made, the TWG shall report to the UP President the terms that are negotiable under UP's policies and propose how such terms shall be negotiated.

To effectively perform your tasks, you may enlist the services of appraisers, resource persons, and other technical experts as may be necessary, subject to the approval of the President.

Please be guided accordingly.



ANGELO A. JIMENEZ
President

cc: *Office of the Secretary of the University
(Secretariat)*



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-54

TO :

DR. LEO DP CUBILLAN
Vice President for Academic Affairs

PROF. MA. THERESA T. PAYONGAYONG
Assistant Vice President for Academic Affairs (Curriculum & Instruction)

DR. JEROME T. BUENVIAJE
Dean, UP Diliman College of Education

ASSOC. PROF. ANTHONY JOSEPH C. OCAMPO
Principal, UP Integrated School

ASST. PROF. FRANCIS MICHAEL C. ABAD
Dean, UP Cebu College of Social Sciences

ASSOC. PROF. CATHERINE M. RODEL
Principal, UP Cebu High School

PROF. MARIBEL L. DIONISIO-SESE
Dean, UP Los Baños College of Arts and Sciences

ASST. PROF. MABEL S. BUELA, PRINCIPAL
UP Rural High School

DR. ARNEL L. TAMPOS, OIC DEAN
UP Visayas College of Arts and Sciences

ASST. PROF. EDELIA T. BRAGA
Principal, UP High School in Iloilo

Secretariat: **MS. KATHLEEN MAI J. CARDOZ**
UP OVPAA

MR. EDWARD JAMES R. ENTE
UP OVPAA

SUBJECT : **CONSTITUTION OF THE UP SYSTEM COMMITTEE ON BASIC EDUCATION**

DATE : **07 May 2024**


Please constitute yourselves as the UP System Committee on Basic Education effective second semester AY 2023-2024 until the end of the second semester AY 2024-2025, with Vice President Leo DP Cubillan as Chair and Assistant Vice President for Academic Affairs (Curriculum & Instruction) Ma. Theresa T. Payongayong as Co-Chair.

The Committee is expected to perform the following functions:

1. Recommend policies and programs related to basic education, specifically:
 - a. Harmonize the curriculum of the basic education units based on the proposed mandate as a Knowledge Laboratory for Basic Education;
 - b. Determine the level of integration of the curriculum of UP basic education units with the Department of Education's (DepEd) curriculum;
 - c. Reflect the unique niche of the constituent university in the curriculum of their respective basic education unit;
 - d. Recommend policies and programs for the improvement of the reading competency of students in basic education; and
 - e. Recommend policies and programs to address the health, nutrition, and education dimensions of early childhood care development.
2. Monitor and assess the implementation of these policies and programs.
3. Prepare a report on the above activities for presentation to the UP System, if needed.

All expenses will be charged against OVPAA funds, and honoraria will be given to Committee Chairs and members, and Secretariat according to the approved BOR rates (Memo No. CGCG 05-06, Adhoc Committee Grade Level 2).

Please be guided accordingly.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-55

FOR

DR. JEROME T. BUENVIAJE
UP Diliman

DR. LEONOR E. DIAZ
UP Diliman

DR. JOEL C. JAVINIAR
UP Diliman

DR. FRANCÉS OLIVIA M. MAGTOTO
UP Diliman

DR. DINA JOANA S. OCAMPO
UP Diliman

ASSOC. PROF. ANTHONY JOSEPH C. OCAMPO
UP Diliman

ASST. PROF. KIM P. BONDOC
UP Cebu

ASSOC. PROF. CATHERINE M. RODEL
UP Cebu

ASST. PROF. MAGNOLIA A. LAUS
UP Cebu

PROF. AURELIO P. VILBAR
UP Cebu

Secretariat: **MS. ELIZABETH V. LOGRONIO**
UP Diliman

MS. NOREEN C. MERCADO
UP Cebu

MS. CATRINA ABELLA
UP Cebu

SUBJECT : **CONSTITUTION OF THE UP SYSTEM TECHNICAL
WORKING GROUP ON THE COLLABORATIVE PHD
IN EDUCATION EXTENSION PROGRAM AT UP CEBU**

DATE : **07 May 2024**

Please constitute yourselves to the UP System Technical Working Group (TWG) on the Collaborative PhD in Education Extension Program at UP Cebu, with Dr. Jerome T. Buenviaje as Chair. This collaboration is designed to address both personal and professional needs of faculty members of UP Cebu and other State Universities and Colleges in the

region by providing the opportunity to pursue advanced degrees without the need to relocate. The main objectives of this collaboration are as follows:

1. **Enhanced Faculty Qualifications:** To address the urgent need to augment the number of PhD holders among UP Cebu faculty, thereby enriching its academic environment and student learning experiences.
2. **Regional Educational Development:** To support the broader educational mandate of UP Diliman College of Education by extending its reach to meet the teacher training needs of the Visayas region.
3. **Long-term Institutional Growth:** To lay the groundwork for the future establishment of UP Cebu's own PhD in Education program and the College of Education, marking a significant milestone in their institutional development.

The TWG is expected to review and recommend policies and procedures for the implementation of the collaborative PhD in Education Extension Program of UP Diliman at UP Cebu.

All expenses will be charged against OVPAA funds, and honoraria will be given to Committee Chair and members, Secretariat, and Support Staff according to the approved BOR rates (Memo No. CGCG 05-06, Adhoc Committee Grade Level 2).

Please be guided accordingly.



ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-56

TO: : **BIDS AND AWARDS COMMITTEE (BAC) FOR GOODS AND SERVICES, AND RESEARCH AND DEVELOPMENT FOR THE UP SYSTEM ADMINISTRATION**

Through : **CONCERNED VICE PRESIDENTS (OVPA, OVPA, OVPPA, OVPLA)**

SUBJECT : **RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE (BAC) FOR GOODS AND SERVICES, AND RESEARCH AND DEVELOPMENT FOR THE UP SYSTEM ADMINISTRATION**

DATE : **04 June 2024**

In compliance with the Government Procurement Act (RA. 9184), the UP System Bids and Awards Committee (BAC) for Goods and Services and Research and Development for the System Administration, is reconstituted as follows, effective from 01 January 2024 to 31 December 2024.

Regular UP System BAC Members

Chair: **PROF. RICHARD S. JAVIER**
Assistant Vice President for Administration & concurrent Director, UPS HRDO

Vice Chair: **PROF. DAN A. SAGUIL**
Associate Professor, NCPAG, UP Diliman

Members: **ATTY. GLENDA LITONG**
UP Law Center, UP Diliman

DR. RICKY B. NELLAS
College of Science, UP Diliman

DR. JOHN RICHARD E. HIZON
Electrical and Electronics Engineering Institute (EEEI), UP Diliman

Alternate and Provisional Members:

MS. JENNIFER M. TOLENTINO
UP System Cash Office

MR. ISAGANI L. BAGUS
UP System Supply and Property Management Office

Secretariat: **BAC SERVICES DIVISION, UP PROCUREMENT OFFICE**

Observers: **REPRESENTATIVE/S OF THE OFFICE OF THE VICE PRESIDENT FOR LEGAL AFFAIRS INTERNAL AUDIT & COMMISSION ON AUDIT**

The UP System BAC (SBAC) shall have the following functions:

1. Advertise and/or post invitations to bid;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive bids;
5. Conduct the evaluation of bids;
6. Undertake post-qualification proceedings;
7. Recommend the award of contracts; and
8. Perform other related functions, in accordance with R.A. No. 9184.

Some of the enumerated functions may be delegated to the UP Procurement Office in accordance with the Republic Act No. 9184 Implementing Rules and Regulations.

The representative/s from the Office of the Vice President for Legal Affairs shall serve as the legal resource person.

In accordance with R.A. No. 9184, IRR, Section 13, the representatives from the Commission on Audit and at least two (2) observers from private and non- government organizations shall be invited as observers. Other observers such as representatives from the Internal Audit and UP accredited unions or organizations may be invited. The observers shall sit in all the relevant proceedings in the process of the procurement but they shall not have the right to vote.

In accordance with R.A. No. 9184, IRR, Section 11.2, in order to avoid procurement delays due to lack of quorum, alternate members of the UP System BAC shall serve as members when the principal members are absent. The alternate members shall have the same term as the principal members.

If needed, UP System BAC is authorized to appoint or create a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts in accordance with R.A. No. 9184, IRR, Section 12.

The UP Procurement Office shall serve as the Secretariat which shall serve as the main support unit of the BAC in accordance with R.A. No. 9184, IRR, Section 14.

The Committee, TWG members, its secretariat, support staff, and resource persons shall be granted honoraria as per Department of Budget and Management Circular No. 2004-SA dated 23 March 2004, as amended by DBM Circular 2007-3 dated 29 November 2007.

This Administrative Order supersedes Administrative Order No. PAJ 24-07 dated 12 January 2024.

For your guidance and compliance.


ANGELO A. JIMENEZ
President

cc: OVPA, OSU, System SPMO, COA-UP



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-57

TO: Chair: **DR. LEO DP CUBILLAN**
Vice President for Academic Affairs

Vice Chair: **DR. PERCIVAL F. ALMORO**
Assistant Vice President for Academic Affairs (Research)

Members: **MS. CRISTINA B. VILLANUEVA**
UP Baguio

MR. CIPRIANO OLITA
UP Cebu

DR. MARIA CORAZON A. DE UNGRIA ✓
UP Diliman

DR. MARIAN P. DE LEON
UP Los Baños

MS. NIÑA F. YANILLA
UP Manila

MS. MARILOU MONTIFLOR
UP Mindanao

MS. ALVIE SIMONETTE ALIP
UP Open University

MS. RUBY P. NAPATA
UP Visayas

DR. RHEA LINA J. SAAVEDRA
UP Tacloban College

MR. MICHAEL MANTALA
All U.P. Academic Employees Union

Members at Large: **DR. MARC ESEL AYES**
UP System

MS. AIZA PALAYA
UP Diliman

MS. JENETTE C. BURLAT
UP System

SUBJECT : **RECONSTITUTION OF THE SYSTEM REPS WELFARE COUNCIL**

DATE : **04 June 2024**

With Vice President for Academic Affairs Leo DP Cubillan as Chair and Assistant Vice President for Academic Affairs Percival F. Almoro as Vice Chair, please constitute

yourselves into the System Research, Extension and Professional Staff (REPS) Welfare Council for the period 1 June 2024 - 31 May 2026.

The Council shall perform the following functions:

1. Review and recommend policies and programs to promote and protect the rights and welfare of the REPS across the UP System, in consonance with the vision, mission and strategic thrusts of the University;
2. Ensure the harmonization and standard implementation of REPS policies and guidelines in the different CUs; and
3. Organize an annual Systemwide REPS conference to discuss REPS issues and concerns, foster collegiality, and promote excellence and service to the nation.

The Council shall receive BOR-approved honoraria rates for Level 2 Standing Committee and all meeting and travel expenses shall be charged against the OVPAA funds.

Please be guided accordingly.



ANGELO A. JIMENEZ
President





University of the Philippines

OFFICE OF THE PRESIDENT

29 October 2021

ADMINISTRATIVE ORDER NO. PDLC 21-71

TO : Vice President Maria Cynthia Rose Banzon Bautista, OVPAA
Dr. Mary Jane Amar, UP Visayas (Research)
Ms. Amelia Cendaña, UP Baguio (Library)
Dr. Leo Cubillan, UP Manila (Research)
Ms. Luisa Gelisan, UP Open University (Research)
Dr. Briccio Merced, UP Mindanao (Library)
Mr. Miguel Paolo Reyes, UP Diliman (Research)
Ms. Fides Marciana Tambalo, UP Los Baños (Research)
Mr. Rowel Malimban, Representative, All UP Academic Employees Union (AUAEU)

Members-at-Large
Atty. Marius Bartolabac, UP Diliman (Professional Services)
Dr. Elenita Racelis, UP Los Baños (Extension)
Ms. Paulyn Tusi, UP Diliman (Extension)

SUBJECT: **Reconstitution of the System REPS Welfare Council**

With Vice President for Academic Affairs Maria Cynthia Rose B. Bautista as Chair, you are hereby reconstituted into the System REPS Welfare Council for the period 01 October 2021 until 30 September 2023.

The Council shall perform the following functions:

1. Review and recommend policies and programs to promote and protect the rights and welfare of the REPS across the UP System; in consonance with the vision, mission and strategic thrusts of the University;
2. Ensure the harmonization and standard implementation of REPS policies and guidelines in the different CUs; and
3. Organize an annual Systemwide Conference to discuss REPS issues and concerns, foster collegiality and promote excellence and service to the nation.

The Council shall receive BOR-approved honoraria rates for Level 2 Standing Committee and all meeting and travel expenses shall be charged against OVPAA funds.


DANILO L. CONCEPCION
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-58

TO: Chair: **DR. LEO DP CUBILLAN**
Vice President for Academic Affairs

Co-Chairs: **DR. PERCIVAL F. ALMORO**
Assistant Vice President for Academic Affairs (Research)

DR. AURA C. MATIAS
Director, UP Diliman Quality Assurance Office

Members: **PROF. ASHLYN BALANGCOD**
Faculty-in-Charge for University Rankings, UP Baguio

DR. MARY JOYCE FLORES
Quality Assurance Officer, UP Cebu

DR. MYRA BORINES
Director, Quality Assurance Office, UP Los Banos

DR. BERNADETTE HEIZEL REYES
Vice Chancellor for Academic Affairs, UP Manila

DR. DENNIS SUMAYLO
Assistant Vice Chancellor for Academic Affairs for
International Linkages, UP Mindanao

ASST. PROF. MARI ANJELI CRISANTO
Director of Quality Assurance Office, UP Open University

PROF. LEAH ARANETA
Faculty-in-Charge for University Rankings, UP Visayas

PROF. ARVIN DE VEYRA
Associate Dean for Administration, UP Tacloban

Secretariat: **DR. IMEE SU MARTINEZ**
Assistant Vice President for Academic Affairs and Director,
Office of International Linkages

MR. MICHAEL BAGUISA
Senior ICT Associate, UP Diliman Quality Assurance Office

SUBJECT : **RECONSTITUTION OF A SYSTEM STANDING
COMMITTEE ON UNIVERSITY RANKINGS (SCUR)**

DATE : **04 June 2024**

The University of the Philippines participates annually in the World University Rankings (WUR) undertaken by various ranking institutions such as QS and THE. Over the years, the OVPAA has reported various challenges in its data collection efforts, underscoring the

urgent need to create a working group specifically tasked to focus on the implementation of all rankings-related activities.

In this connection, please constitute yourselves as the System Committee on University Rankings (SCUR) with Dr. Leo DP. Cubillan as Chair, Dr. Percival F. Almoro and Dr. Aura C. Matias as co-Chairs, and Dr. Imee Su Martinez as head of the Secretariat.

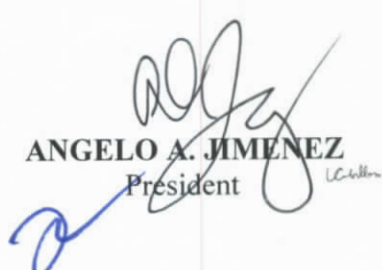
Under the supervision of the Office of the Vice President for Academic Affairs (OVPAA), the Committee is responsible for tasks related to the participation of the University in the World University Rankings, such as but not limited to the following:

1. Facilitate data collection and submission to ranking institutions such as QS World University Rankings, QS Sustainability Rankings, Times Higher Education (THE) World University Rankings, and THE Impact Rankings;
2. Formulate the best strategy for demonstrating the impact of the University along with the Sustainable Development Goals (SDGs) and for identifying the specific SDGs that UP's priorities and strengths work more closely with;
3. Determine the data needed for the indicators of the criteria specified for each of the ranking institutions i.e., QS World University Rankings, QS Sustainability Rankings, Times Higher Education (THE) World University Rankings, and THE Impact Rankings;
4. Formulate the best data collection strategy to ensure data accuracy and timely submissions, e.g., creating a timeline, monitoring data collection, etc.;
5. Coordinate, facilitate, and enforce the data collection strategy in the CUs upon the instruction of the OVPAA;
6. Identify and address the challenges and difficulties in the data collection process and recommend how to address them; and
7. Attend related webinars, training, and masterclasses of the ranking institutions.

The Committee members shall also be the permanent focal persons of each CU for data collection. Should there be replacements for the members of the Committee, it shall be formally requested for approval to the VPAA as Chair.

The members of the Committee shall be given honoraria based on the rates equivalent to a standing committee (Level 2) as approved by the Board of Regents (1199th Meeting, 26 August 2005).

For your guidance and compliance.


ANGELO A. JIMENEZ
President

In this connection, please constitute yourselves as the System Committee on University Rankings (SCUR) with Dr. Aura C. Matias as Chair, Dr. Percival F. Almoró as co-Chair and Dr. Imee Su Martinez as head of the Secretariat.

Under the supervision of the Office of the Vice President for Academic Affairs (OVPAA), the Committee is responsible for tasks related to the participation of the University in the World University Rankings, such as but not limited to the following:

1. Facilitate data collection and submission to ranking institutions such as QS World University Rankings, QS Sustainability Rankings, Times Higher Education (THE) World University Rankings, and THE Impact Rankings;
2. Formulate the best strategy for demonstrating the impact of the University along with the Sustainable Development Goals (SDGs) and for identifying the specific SDGs that UP's priorities and strengths work more closely with;
3. Determine the data needed for the indicators of the criteria specified for each of the ranking institutions i.e., QS World University Rankings, QS Sustainability Rankings, THE World University Rankings, and THE Impact Rankings;
4. Formulate the best data collection strategy to ensure data accuracy and timely submissions, e.g., creating a timeline, monitoring data collection, etc.;
5. Coordinate, facilitate, and enforce the data collection strategy in the CUs upon the instruction of the OVPAA;
6. Identify and address the challenges and difficulties in the data collection process and recommend how to address them; and
7. Attend related webinars, training, and masterclasses of the ranking institutions.

The Committee members shall also be the permanent focal persons of each CU for data collection. Should there be replacements for the members of the Committee, the Chair shall formally request the OVPAA for approval of such changes.

The members of the Committee shall be given honoraria based on the rates equivalent to a standing committee (Level 2) as approved by the Board of Regents (1199th Meeting, 26 August 2005).

For your guidance and compliance.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-59

TO: Chair: **DR. LEO DP CUBILLAN**
Vice President for Academic Affairs

Co-chairs: **ENGR. DANIEL C. PECKLEY, JR.**
Vice President for Development

DR. AUGUSTUS C. RESURRECCION
Vice President for Administration

Members: **DR. MA. THERESA T. PAYONGAYONG**
Assistant Vice President for Academic Affairs (Curriculum and Instruction)

DR. AGHAM C. CUEVAS
Vice Chancellor for Academic Affairs, UP Los Baños

DR. PRIMO G. GARCIA
Vice Chancellor for Academic Affairs, UP Open University

DR. AURA C. MATIAS
College of Engineering, UP Diliman

DR. LUIS G. SISON
Director, Technology Transfer and Business Development Office

ASST. PROF. RONALD BALANE
Director, Office of the Design and Planning Initiatives, OVPD

MR. HARVEY O. BISA
Director, Project Management Office, OVPD

MS. BERNADETTE LEONOR
UPSCALE Innovation Hub

MS. MIA KAYE SABIDO
UPSCALE Innovation Hub

MS. MARGARITA CAPARAS
UPSCALE Innovation Hub

SUBJECT : **RECONSTITUTION OF THE UP DASMARIÑAS
TECHNICAL WORKING GROUP**

DATE : **04 June 2024**

With Dr. Leo DP Cubillan as Chair in Academics, and Dr. Daniel C. Peckley, Jr. and Dr. Augustus C. Resurreccion as Co-Chairs in Infrastructure and Administration, please

reconstitute yourselves into the UP Dasmariñas Technical Working Group (UP Dasma TWG) which will undertake the following tasks:

1. Prepare a Master Plan for UP Dasmariñas as Technology Innovation Campus, to include the following:
 - a. Description of the types of development envisioned in the campus, including the terms of reference (TOR), technical specifications, evaluation methodologies and guidelines that will govern thereof;
 - b. Academic program institution and implementation of UP Dasmariñas, including curriculum development, use, management, operation, and maintenance of buildings, and facilities, as well as the implementation of academic programs; and
 - c. Prospective industry partners who will provide continuous support (e.g. seed funding for start-ups, maintenance, and procurement, etc.) as well as scholarship and employment opportunities for the students.
2. Oversee, assess and evaluate the progress of the UP Dasmariñas project.
3. Determine all applicable publication, prequalification, public bidding, and other legal and administrative requirements for the UP Dasmariñas components.
4. Ensure compliance with the applicable Deed of Donation and/or legal instruments assigning subject property to the University.
5. Make appropriate recommendations and endorsement and seek the necessary approvals relative to the development and implementation of the UP Dasmariñas.

The UP Dasma TWG shall be granted honoraria with the rates for Ad Hoc Committees (Grade 2) as approved by the UP BOR during its 1199th meeting held on 26 August 2005.

The UP Dasma TWG shall be assisted by the assigned OVPAA & UPSCALE staff.

Please be guided accordingly.


ANGELO A. JIMENEZ
President

cc: *Secretary of the University*
Office of the Chancellor, UP Diliman



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-65

FOR : DR. AUGUSTUS C. RESURRECCION
Vice President for Administration

SUBJECT : APPOINTMENT AS OFFICER-IN-CHARGE OF THE
UNIVERSITY FROM 06-09 JUNE 2024

DATE : 04 June 2024

I hereby appoint you as Officer-in-Charge of the University for the period 06-09 June 2024. I will be on an official trip to Dubai, United Arab Emirates to participate in the launching of the UP Ventures for International and Transformative Academia (UP-VINTA) in cooperation with the UP Open University.


ANGELO A. JIMENEZ
President

cc : *All Chancellors*
OVPAA
OVPPF
OVPA
OVPD
OVPPA
OVPLA
OSU
UP SBO
UP SAO
UP System HRDO



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-66

TO: : **ALL CONCERNED**

SUBJECT : **CONSTITUTION OF AN AD HOC COMMITTEE FOR THE UP SYSTEM ADMINISTRATION QUALITY MANAGEMENT SYSTEM (UPSA QMS)**

DATE : **18 June 2024**

With Vice President for Administration Augustus C. Resurreccion as Chair, you are hereby designated as head/member of the UP System Administration Quality Management System (UPSA QMS) Committee:

Chair:

PROF. AUGUSTUS C. RESURRECCION
Vice President for System Administration

Quality Management Representative

PROF. TIFFANY ADELAINE G. TAN
Assistant Vice President for Administration

Quality Deputy Management Representative

ASST. PROF. FRANCISCO N. DELOS REYES
Director, Office of Admissions

Training and Advocacy: Head

ASSOCIATE PROF. RICHARD S. JAVIER
Assistant Vice President for Administration & Human Resources Director

Training and Advocacy: Members

PROF. JOSE ANTONIO R. CLEMENTE
Assistant Vice President for Academic Affairs

PROF. MA. THERESA T. PAYONGAYONG
Assistant Vice President for Academic Affairs

MS. MA. SHARI NIÑA G. OLIQUINO
Assistant Vice President for Academic Affairs

Risk Assessment & Planning: Head

MS. NOREEN P. ESCULTURA
Assistant Vice President for Planning and Finance

Risk Assessment & Planning: Members

PROF. JEANETTE L. YASOL-NAVAL
Assistant Vice President for Public Affairs

DR. FELICITAS L. LACBAWAN
Executive Director, Philippine Genome Center

Quality Workplace: Head

ASSOC. PROF. JOSEPH GERARD T. REYES
Assistant Vice President for Development

Quality Workplace: Members

PROF. PERCIVAL F. ALMORO
Assistant Vice President for Academic Affairs

ASST. PROF. MARIE AUBREY J. VILLACERAN
Director, Center for Women and Gender Studies

MR. ISAGANI L. BAGUS
Acting Chief, System Supply and Management Office

Knowledge Management (Documented Information): Head

ASST. PROF. PETER A. SY
Assistant Vice President for Development

Knowledge Management (Documented Information): Member

ASSOCIATE PROF. TRISTAN NATHANIEL C. RAMOS
Director, Office of Student Development Services

Internal Quality Audit: Head
PROF. ALYSSA M. PELEO-ALAMPAY
Assistant Vice President for Academic Affairs

Internal Quality Audit: Member
ATTY. FLOR L. OFILADA
Director, System Procurement

Secretariat
MS. ARLENE A. CASTILLO
MR. RONALD G. LAO, JR.
MR. JONATHAN J. MASLOC
MS. ARADEL ALYANIZA AMILA
MR. MARK JOSHUA M. PEDROSA
MS. WOJTHAILA MHA E P. LUIS

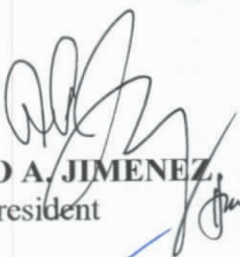
The Committee is tasked to undertake the following tasks:

1. Oversee the development, implementation, and maintenance of UPSA's QMS.
2. Assist in developing quality policies and objectives.
3. Identify key processes required for the QMS and implement QMS processes.
4. Develop metrics and KPIs to monitor the effectiveness of the QMS.
5. Conduct internal audits.
6. Establish procedures for identifying, documenting, and addressing nonconformities.
7. Organize and conduct regular management reviews of the QMS.
8. Ensure the QMS remains compliant with these standards and regulations.
9. Promote a quality culture within the organization through awareness programs and initiatives.
10. Implement mechanisms to collect and analyze customer feedback.
11. Foster a culture of continuous improvement within the organization.
12. Ensure that all QMS documentation is properly controlled, accessible, and up-to-date.
13. Identify and assess risks related to quality management.

The roles and responsibilities of the Committee heads and members, concurrent with their respective University designations, are indicated in the attached Annex.

This Order shall take effect fifteen (15) working days from the issuance thereof and shall be revoked only when there may be any issuance contrary to the provisions thereof.

The committee and its support staff shall be entitled to honoraria and rates approved by the Board of Regents for ad hoc committee level 2.


ANGELO A. JIMENEZ
President

ANNEX TO ADMINISTRATIVE ORDER NO. PAJ 24-66 issued on 18 June 2024

Roles and Responsibilities of the UPSA QMS Committee Team Heads and Members:

<p>NAME/CURRENT DESIGNATION/ROLE</p>	<p>RESPONSIBILITIES</p>
<p>QMS Management Team Chair</p> <p>Augustus C. Resurreccion <i>Vice President for System Administration</i></p>	<p>The Team Chair shall have the following responsibilities:</p> <ul style="list-style-type: none"> ● Direct the UPSA QMS Management Committee and Team; ● Spearhead UPSA’s overall quality directions and commitment to the quality of operations and services; ● Ensure that the QMS is systematically and effectively executed; ● Lead the promotion of process and risk-based thinking within the QMS; ● Approve the provision of the necessary resources for the effective establishment, implementation, maintenance, and continual improvement of the QMS; and, ● Ensure that the quality policy and objectives are established and are compatible with the strategic direction and the context of the organization.
<p>Quality Management Representative (QMR)</p> <p>Tiffany Adelaine G. Tan <i>AVP for Administration, Organizational Development and Operations</i></p>	<p>The QMR shall have the following responsibilities:</p> <ul style="list-style-type: none"> ● Manage the UPSA Quality Management Team; ● Ensure that the QMS is systematically established, implemented, maintained, and continually improved; ● Lead the development and continual improvement of the QMS documented information; ● Report to the Management the performance of the QMS, including areas for improvement; ● Act as liaison with external parties on matters relating to the QMS, such as technical assistance, certification, etc; ● Coordinate QMS activities with other offices within the UPSA, including consolidating information/data generated by the QMS Team, such as QMS performances, status against set objectives, compliance obligations, training needs and provision, etc; and ● Provide logistics to facilitate the conduct of the QMS activities.

NAME/CURRENT DESIGNATION/ROLE	RESPONSIBILITIES
<p>Deputy Quality Management Representative (DQMR)</p> <p>Francisco N. Delos Reyes <i>Director, Office of Admissions</i></p>	<p>The DQMR shall assist the QMR in performance of his/her responsibilities and will be in-charge with the said responsibilities in the absence/unavailability of the QMR.</p>
<p>Training and Advocacy Team</p> <p><u>Head:</u> Richard S. Javier <i>AVP for Administration and HR Director</i></p> <p><u>Members:</u> Jose Antonio Clemente <i>AVP for Academic Affairs, Faculty Development</i></p> <p>Ma. Theresa T. Payongayong <i>AVP for Academic Affairs, Curriculum & Instruction</i></p> <p>Ma. Shari Niña G. Oliquino <i>AVP for Academic Affairs, Student Affairs</i></p>	<p>The Training and Advocacy Team shall have the following responsibilities:</p> <ul style="list-style-type: none"> ● Coordinate the effective deployment and efficient use of resources for the training and advocacy activities; and ● Plan and coordinate the echoing/cascading sessions on QMS-related training.
<p>Risk Assessment & Planning Team</p> <p><u>Head:</u> Noreen P. Escultura <i>AVP for Planning and Finance</i></p> <p><u>Members:</u> Jeanette L. Yasol-Naval <i>AVP for Public Affairs</i></p> <p>Felicitas L. Lacbawan <i>Executive Director, Philippine Genome Center</i></p>	<p>The Risk Assessment & Planning Team shall perform the following responsibilities:</p> <ul style="list-style-type: none"> ● Facilitate risks identification within the organization; ● Facilitate the development of risk action planning; ● Ensure the communication of risks and plans; and, ● Monitor the actions taken.

NAME/CURRENT DESIGNATION/ROLE	RESPONSIBILITIES
<p>Quality Workplace Team</p> <p><u>Head:</u> Joseph Gerard T. Reyes <i>AVP for Development, Facility Management</i></p> <p><u>Members:</u> Percival F. Almoro <i>AVP for Academic Affairs, Research</i></p> <p>Marie Aubrey J. Villaceran <i>Director, Center for Women and Gender Studies</i></p> <p>Isagani L. Bagus <i>System Supply and Management Office, Acting Chief</i></p>	<p>The Quality Workplace shall perform the following responsibilities:</p> <ul style="list-style-type: none"> ● Ensure that the environment for the operation of processes needed to achieve conformity to service requirements is managed; ● Ensure the consistent implementation of 5S (Good Housekeeping) programs, as applicable; and, ● Monitoring and assessing workplace cleanliness, orderliness, and safety.
<p>Knowledge Management (KM) - Documented Information Team</p> <p><u>Head:</u> Peter A. Sy <i>AVP for Development, Digital Transformation</i></p> <p><u>Member:</u> Tristan Nathaniel C. Ramos <i>Director, Office of Student Development Services</i></p>	<p>The Knowledge Management (KM) shall ensure that the requirements for maintaining and retaining documented information are established and implemented.</p> <p>The documented information refers to both the electronic and printed modes of System documentation, in terms of creation, reviewing, maintaining, distribution, and disposal</p>
<p>Internal Quality Audit (IQA) Team</p> <p><u>Head:</u> Alyssa M. Peleo-Alampay <i>AVP for Academic Affairs, Quality Assurance</i></p> <p><u>Member:</u> Flor L. Ofilada <i>Director, System Procurement</i></p>	<p>The IQA Team shall perform the following responsibilities:</p> <ul style="list-style-type: none"> ● Lead the determination of conformance of the QMS to the planned arrangements and to the requirements of ISO 9001; ● Determine whether the QMS is effectively implemented and maintained; ● Provide inputs to management review regarding the results of audits; and, ● Keep track of the implementation of the corrective actions for nonconformance raised during the audits.

NAME/CURRENT DESIGNATION/ROLE	RESPONSIBILITIES
<p>UPSA QMS Team Secretariat</p> <p>Arlene A. Castillo Ronald G. Lao, Jr. Jonathan J. Masloc Aradel Alyaniza Amila Mark Joshua M. Pedrosa Wojthaila Mhae P. Luis</p>	<p>The UPSA QMS Secretariat shall be involved in all the QMS undertakings such as with the following:</p> <p><u>Technical</u></p> <ul style="list-style-type: none"> ● Developing the UPSA QMS documentations; ● Facilitating the approval, cascading, routing, distribution and filing of the QMS documents ● Facilitating, ensuring, and monitoring the implementation of the approved QMS documents; ● Facilitating the planning of the Internal Audit ● Facilitating the implementation of the Internal Audit from planning to monitoring of actions plans and results; ● Facilitation of the conduct of the Management Review; ● Over-all monitoring of the Document Control implementation; ● Reviewing and finalizing of key QMS documents; and, ● Facilitate the ISO 9001:2015 Certification of the UPSA Main Office <p><u>Administrative</u></p> <ul style="list-style-type: none"> ● Performing the administrative tasks necessary to successfully implement the QMS up to the 3rd party certification ● Facilitating the delivery of specific outputs in-line with the QMS ● Planning and coordinating the effective deployment and efficient use of human, financial, and other physical resources for the QMS.



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. JFA 2024- **7A**

TO : **MS. MONA LIZA S. TODAS**
Office of the Vice President for Administration (OVPA)

MS. GERALDINE C. GERONIMO
System Human Resource Development Office (HRDO)

ACTING CHIEF ISAGANI L. BAGUS
System Supply and Property Management Office (SPMO)

THROUGH : **VICE PRESIDENT AUGUSTUS C. RESURRECCION**
Office of the Vice President for Administration (OVPA)

ASSISTANT VICE PRESIDENT RICHARD S. JAVIER
Office of the Vice President for Administration (OVPA)

ASSISTANT VICE PRESIDENT TIFFANY ADELAINE G. TAN
Office of the Vice President for Administration (OVPA)

SUBJECT : **DESIGNATION AS SIGNATORY OF OVPA'S
DISBURSEMENT VOUCHERS**

DATE : 04 April 2024

You are hereby designated as signatory of OVPA's disbursement vouchers (**BOX A: Certified: Expenses / Cash Advances necessary, lawful and incurred under my direct supervision**) and liquidation report (**BOX B: Certified: Purpose of Travel / Cash Advance accomplished**), effective immediately until further notice:

PAYEE	SIGNATORY OF DV
Vice President Augustus C. Resurreccion	Ms. Mona Liza S. Todas
Assistant Vice President Richard S. Javier	Ms. Geraldine C. Geronimo
Assistant Vice President Tiffany Adelaine G. Tan	Mr. Isagani L. Bagus

For your information and compliance.

JOSE FERNANDO T. ALCANTARA
Executive Vice President

- cc: OVPA
- System HRDO
- System SPMO
- System Cash Office
- System Accounting Office
- System Budget Office



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. JFA 24-08

TO : **DR. JOSE V. CAMACHO, JR.**
Chancellor, UP Los Baños

DR. CLEMENT C. CAMPOSANO
Chancellor, UP Visayas

DR. MELINDA DP. BANDALARIA
Chancellor, UP Open University

DR. LYRE ANNI E. MURAO
Chancellor, UP Mindanao

DR. CORAZON L. ABANSI
Chancellor, UP Baguio

ATTY. LEO B. MALAGAR
Chancellor, UP Cebu

PROF. PATRICIA B. ARINTO
Dean, UP Tacloban College

SUBJECT : **TRAVEL AUTHORITY**

DATE : **05 April 2024**

You are hereby authorized to travel to University of the Philippines Diliman, Quezon City on 11 April 2024 for the 408th Meeting of the President's Advisory Council in UP Diliman.

JOSE FERNANDO T. ALCANTARA
Executive Vice President



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. JFA 2024-09

TO : **DR. JOSE V. CAMACHO, JR.**
Chancellor, UP Los Baños

DR. CLEMENT C. CAMPOSANO
Chancellor, UP Visayas

DR. MELINDA DP. BANDALARIA
Chancellor, UP Open University

DR. LYRE ANNI E. MURAO
Chancellor, UP Mindanao

PROF. SANTOS JOSE O. DACANAY III
OIC Chancellor, UP Baguio

ATTY. LEO B. MALAGAR
Chancellor, UP Cebu

PROF. PATRICIA B. ARINTO
Dean, UP Tacloban College

SUBJECT : **TRAVEL AUTHORITY**

DATE : **07 May 2024**

You are hereby authorized to travel to University of the Philippines Diliman, Quezon City on **13 May 2024** for the **409th Meeting of the President's Advisory Council**.


JOSE FERNANDO T. ALCANTARA
Executive Vice President



UNIVERSITY OF THE PHILIPPINES
Quezon City



OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. JFA 2024-10

TO :

- DR. JOSE V. CAMACHO, JR.**
Chancellor, UP Los Baños
- DR. CLEMENT C. CAMPOSANO**
Chancellor, UP Visayas
- DR. MELINDA DP. BANDALARIA**
Chancellor, UP Open University
- DR. LYRE ANNI E. MURAO**
Chancellor, UP Mindanao
- PROF. JOEL M. ADDAWE**
Chancellor, UP Baguio
- ATTY. LEO B. MALAGAR**
Chancellor, UP Cebu
- PROF. PATRICIA B. ARINTO**
Dean, UP Tacloban College

SUBJECT : TRAVEL AUTHORITY

DATE : 04 June 2024

You are hereby authorized to travel to University of the Philippines Diliman, Quezon City on **13 June 2024** for the **410th Meeting of the President's Advisory Council**.

JOSE FERNANDO T. ALCANTARA
Executive Vice President





UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER

TO : **ATTY. ROBERTO M.J. LARA**
Secretary of the University and of the Board of Regents

JOVITA P. FUCIO
Assistant Secretary of the University

ZENAIDA A. BALLARTA
BOR Secretariat staff

MA. AMBER FILIPINA P. PUNONGBAYAN
BOR Secretariat staff

VIRGIMAR D. PADERNAL
BOR Secretariat staff

MARIANO C. RABE
Administrative Assistant III, MSI

SUBJECT : **TRAVEL AUTHORITY**

DATE : **20 June 2024**

Upon instructions of the Board of Regents, you are hereby authorized to travel to the Bolinao Marine Laboratory of the UP Marine Science Institute in Bolinao, Pangasinan, on 25-26 June 2024 for an ocular inspection of possible venues and facilities for future Board of Regents (BOR) meeting in Bolinao.

JOSE FERNANDO T. ALCANTARA
Executive Vice President



MEMORANDA



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 24-11

FOR : EXECUTIVE VICE PRESIDENT
VICE PRESIDENTS
UNIVERSITY SECRETARY
ASSISTANT VICE PRESIDENTS
SPECIAL ASSISTANT TO THE PRESIDENT
ASSISTANTS TO THE VICE PRESIDENT
CHANCELLORS
ASSISTANTS TO THE CHANCELLOR
VICE CHANCELLORS
ASSISTANTS TO THE VICE CHANCELLOR
DEPUTY GENERAL COUNSEL AND
CHIEF LEGAL OFFICERS
UNIVERSITY REGISTRARS AND
ASSISTANT UNIVERSITY REGISTRARS
DEANS AND ASSOCIATE DEANS
ASSISTANTS TO THE DEAN
DIRECTORS AND DEPUTY DIRECTORS
COLLEGE SECRETARIES AND
ASSISTANT COLLEGE SECRETARIES
DEPARTMENT CHAIRS; AND
HEADS OF PRINCIPAL UNITS

SUBJECT : FIVE (5)-DAY “RE-ENERGIZING” PERIOD FOR
UNIVERSITY OFFICIALS, FACULTY ADMINISTRATORS,
AND UNIT HEADS FOR FY 2024 AND YEARS THEREAFTER

DATE : 05 April 2024

The University recognizes the need for wellness and stress management among ranking University officials, administrators, and unit heads. As a measure to promote physical and mental health, and overall wellness, the listed University officials, administrators, and unit heads may avail of a five-day re-energizing period beginning Fiscal Year (FY) 2024, subject to the following guidelines:

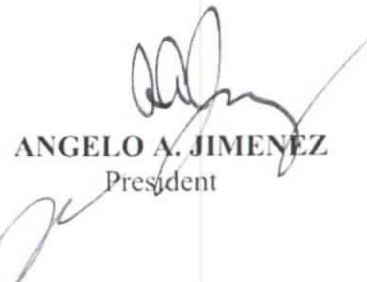
1. The five-day re-energizing period shall be availed of at any time of each FY, subject to operational necessity and other business needs
2. The administrator must have completed a minimum of three (3) months of service within the covered year to be eligible for this privilege. For example, if the date of appointment as administrator is 15 March, he/she will be able to avail of the re-energizing leave starting from 16 June.

The period of re-energizing can not be availed of after the end of the appointment of the University official, administrator or unit head.

3. This re-energizing or stress management option is voluntary; and the said period may be fully utilized, or divided into separate periods, provided that the total utilization within the FY shall not exceed five days.
4. Heads of units directly under the Vice Chancellors and Vice Presidents are entitled to the said re-energizing period.
5. Officers-in-Charge must be designated and announced officially prior to any utilization of the said re-energizing period.
6. Relevant work arrangements are left to the sound discretion of the affected head of office.
7. The utilized days of this re-energizing period cannot be accumulated or commuted.
8. The affected offices shall ensure that there will always be an officer of the day/officer-in-charge available to handle official transactions and related matters.

This memorandum shall take effect immediately and shall remain in effect until expressly revoked or otherwise amended by a subsequent issuance.

Please be guided accordingly.



ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 24-12

FOR : THE U.P. BOARD OF REGENTS
SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL SINGAPORE
DATE : 24 April 2024

I kindly request permission to travel on official time to Singapore from 14-16 May 2024, exclusive of travel time, to participate in the Temasek Foundation - National University of Singapore (NUS) Programme for Leadership in University Management (TF-NUS-PLUM) 2024 Summit.

I would like to request airfare, pre-travel allowance, the actual cost of unsponsored meals, and allowance intended for incidentals, all to be taken from the UP International Linkages Fund, plus my salary during the period.

I also request permission to use an official passport and be exempted from payment of travel tax.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 24-13

**FOR : CHANCELLORS
DIRECTOR, UP PGH
DEAN, UP TACLOBAN COLLEGE**

**SUBJECT : PAYMENT OF THE PERFORMANCE-BASED BONUS (PBB) FOR
FY 2022**

DATE : 17 May 2024

It is my pleasure to announce the release of the Performance-Based Bonus (PBB) for FY 2022 to *qualified* UP employees starting 31 May 2024. The UP System PBB scorecard can be viewed through this link¹ and is already posted in the UP Transparency Seal². Eligibility of a UP employee to PBB 2022 is based on the PBB 2022 guidelines as issued by the AO25 IATF through Memorandum Circular No. 2022-1.

The PBB is only given to government agencies that have passed the requirements in PBB's four (4) dimensions (performance results, process results, financial results, and client satisfaction results) and have completed compliance with all the Agency Accountability requirements.

Indeed, achieving eligibility for the PBB 2022 is a testament to our collective effort to ensure good performance, efficient service delivery, and compliance with the requirements set forth by the Philippine Government.

Every year, throughout the preparation process, we encounter various concerns and struggles, particularly regarding the collection of data necessary to demonstrate our accomplishments. Despite these challenges, our dedication and perseverance always prevail, leading to the successful attainment of our targets; hence securing eligibility for this PBB grant.

As we celebrate this achievement, let us also reflect on how we can further improve our performance in the future. We encourage all units to integrate the process of documenting achievements into our systems, ensuring that we consistently strive for excellence and meet our targets to the highest degree possible. By this time, the 11 Agency Accountability requirements should already be innate in our systems and culture.

The UP System stands ready to provide its full support in this endeavor.


ANGELO A. JIMENEZ
President

¹ <https://rbpms.dap.edu.ph/agency/university-of-the-philippines-system/>

² <https://up.edu.ph/philippine-transparency-seal/>



University of the Philippines
OFFICE OF THE PRESIDENT

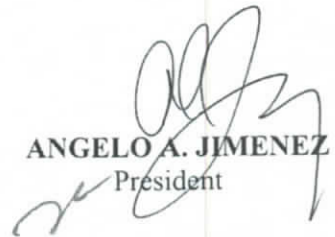
MEMORANDUM NO. PAJ 24-14

FOR : THE U.P. BOARD OF REGENTS
SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL TO TAIPEI, TAIWAN
DATE : 20 May 2024

I kindly request permission to travel on official time to Taipei, Taiwan from 14-16 June 2024, exclusive of travel time, to participate in the Launching of the UP Ventures for International and Transformative Academia (UP-VINTA) in cooperation with the UP Open University.

I would like to request airfare, pre-travel allowance, the actual cost of unsponsored meals, and allowance intended for incidentals, all to be taken from the UP International Linkages Fund, plus my salary during the period.

I also request permission to use an official passport and be exempted from payment of travel tax.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 24-15

FOR : THE U.P. BOARD OF REGENTS
SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL TO AUCKLAND, NEW ZEALAND
DATE : 20 May 2024

I kindly request permission to travel on official time to Auckland, New Zealand from 24-26 June 2024, exclusive of travel time, to participate in the Association of Pacific Rim Universities (APRU) Annual Presidents' Meeting 2024 at the University of Auckland.

I would like to request airfare, pre-travel allowance, the actual cost of unsponsored meals, and allowance intended for incidentals, all to be taken from the UP International Linkages Fund, plus my salary during the period.

I also request permission to use an official passport and be exempted from payment of travel tax.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT




MEMORANDUM NO. PAJ 24-16

FOR : THE U.P. BOARD OF REGENTS
**SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL TO DUBAI,
UNITED ARAB EMIRATES**
DATE : 20 May 2024

I kindly request permission to travel on official time to Dubai, United Arab Emirates from 07-09 June 2024, exclusive of travel time, to participate in the Launching of the UP Ventures for International and Transformative Academia (UP-VINTA) in cooperation with the UP Open University.

I would like to request airfare, pre-travel allowance, the actual cost of unsponsored meals, and allowance intended for incidentals, all to be taken from the UP International Linkages Fund, plus my salary during the period.

I also request permission to use an official passport and be exempted from payment of travel tax.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 24-17

FOR : THE U.P. BOARD OF REGENTS
SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL TO BANGKOK, THAILAND
DATE : 19 June 2024

I kindly request permission to travel on official time to Bangkok, Thailand from 11-12 July 2024, exclusive of travel time, to participate in the Risk Index for Climate Displacement (RICD) Co-Creation Symposium and Policy Dialogue co-organized by the International Organization for Migration (IOM), UP Resilience Institute (UPRI) and Asian Institute of Technology (AIT).

I would like to request airfare, pre-travel allowance, the actual cost of unsponsored meals, and allowance intended for incidentals, all to be taken from the UP International Linkages Fund, plus my salary during the period.

I also request permission to use an official passport and be exempted from payment of travel tax.

ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 24-18

FOR : THE U.P. BOARD OF REGENTS

SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL TO BANGKOK, THAILAND

DATE : 20 June 2024

I kindly request permission to travel on official time to Bangkok, Thailand from 18-19 July 2024, exclusive of travel time, to attend the 15th ASEAN University Network (AUN) Rectors' Meeting and the 39th AUN Board of Trustees (AUN BOT) Meeting.

I would like to request airfare, pre-travel allowance, the actual cost of unsponsored meals, and allowance intended for incidentals, all to be taken from the UP International Linkages Fund, plus my salary during the period.

I also request permission to use an official passport and be exempted from payment of travel tax.


ANGELO A. JIMENEZ
President



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM ORDER NO. JFA 24-12

TO : EXECOM Members

**SUBJECT : NEW SCHEDULE OF EXECOM MEETING:
11 APRIL 2024, THURSDAY, 8AM - 12 PM**

DATE : 05 April 2024

Please be advised of the new schedule of the EXECOM Meeting:

11 April 2024, Thursday, 8AM - 12PM.

The PAC Meeting will immediately follow after the EXECOM Meeting. OSU will issue a separate memo for the rescheduling of the PAC Meeting.

Kindly update your calendars accordingly. If you have any conflicts or concerns regarding the new schedule of the EXECOM Meeting, please let us know as soon as possible.

Thank you.

JOSE FERNANDO T. ALCANTARA
Executive Vice President





UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM NO. JFA 24-13

TO : ATTY. ABRAHAM REY M. ACOSTA
Vice President for Legal Affairs

SUBJECT : PRELIMINARY INVESTIGATION ON THE COMPLAINTS
AGAINST DEAN PATRICIA B. ARINTO, UP TACLOBAN
COLLEGE

DATE : 29 APRIL 2024

On 22 March 2024, the Office of the President received the referral of the CHED Chairperson, Dr. J. Prospero E. De Vera III, of the letter-complaint against Dean Patricia B. Arinto of the UP Tacloban College, attached.

Please conduct a preliminary investigation on the matter following an administrative process to determine the factual issues surrounding this case.

Please be guided accordingly.

JOSE FERNANDO T. ALCANTARA
Executive Vice President



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM NO. JFA 2024-14

TO : UP DILIMAN OFFICE OF THE CHANCELLOR
UP LOS BAÑOS OFFICE OF THE CHANCELLOR
UP MANILA OFFICE OF THE CHANCELLOR

Through : Office for Athletics and Sports Development, UP Diliman
Department of Human Kinetics, UP Los Baños
Department of Physical Education, UP Manila

SUBJECT : INVITATION TO ATTEND THE UP SPORTSFEST 2024:
FOSTERING EXCELLENCE THROUGH UNIVERSITY-WIDE
SPORTS ENGAGEMENT ON 19-20 JUNE 2024

DATE : 14 June 2024

The Office of the President (OP), Office of the Vice President for Academic Affairs - Office of Student Development Services (OVPAA-OSDS), and UP Diliman Office for Athletics and Sports Development (OASD) are organizing a two-day event with the theme "UP Sportsfest 2024: Fostering Excellence through University-wide Sports Engagement," from 19 - 20 June 2024. This event encourages students, faculty, and staff to participate in athletic activities.

Its main objective is to foster camaraderie and friendly competition among student-athletes from different parts of the UP community. Participants can showcase their skills, learn from each other, and build lasting relationships.

Participation in the basketball tournament, which will be held at the University Hotel Community Court, UP Diliman, is highly encouraged. Please complete and submit the attached reply slip to osds@up.edu.ph by **17 June 2024**. For inquiries, please email osds@up.edu.ph.

Please be guided accordingly.

JOSE FERNANDO T. ALCANTARA
Executive Vice President

UP SPORTSFEST 2024
19-20 June 2024

REPLY SLIP

Instruction: Please complete this form with the names of the participants and send it to osds@up.edu.ph.

Constituent University: _____

	NAME	Gender	Category Student -player Faculty -player Staff -player Staff - Coach Faculty -Coach	Uniform Size (for coaching staff t-shirt only)
1.				
2.				
3.				
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19.				
20.				



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM NO. JFA 2024-15

TO : EXECOM MEMBERS
HEADS OF OFFICES UNDER THE OFFICE OF THE PRESIDENT
AND OFFICES OF VICE PRESIDENTS

SUBJECT : REITERATION OF PRESIDENT'S INSTRUCTION
ON OFFICIAL TRIPS

DATE : 21 June 2024

This is to reiterate the President's instruction during the EXECOM Meeting on 10 June 2024, regarding official trips.

When submitting your travel request to the Office of the President for approval, please indicate the following:

- highlight the benefits to UP,
- identify the Flagship Program/s supported by the trip, and
- provide the necessary budget details.

Additionally, the President requires a travel report. For EXECOM members, the report will be presented at the subsequent EXECOM meeting. For your convenience, a [travel report template](#) is attached for consistency and clarity.

For kind compliance.



JOSE FERNANDO T. ALCANTARA
Executive Vice President

TRAVEL REPORT

EXECOM Members, Heads of Offices Under the Office of the President
and Offices of Vice Presidents

Event:

Dates covered:

Country:

Actual amount incurred:

Salient Points:

Purpose / Benefits to UP:

Supported FP/s:

Submitted by:

NAME

Position

BOARD OF REGENTS

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Chair, Commission on Higher Education

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The University of the Philippines

Gazette

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Chancellor, UP Visayas

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Chancellor, UP Open University

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Chancellor, UP Mindanao

Prof. JOEL M. ADDAWE
Chancellor, UP Baguio

Atty. LEO B. MALAGAR
Chancellor, UP Cebu

Prof. PATRICIA B. ARINTO
Dean, UP Tacloban College (*Executive Order No. PAJ 23-01*)